

TOWN OF COLMA GENERAL INFORMATION FOR PUBLIC MEETINGS

Location of Agendas and Packets: Agendas, Agenda packets and supporting documents are available for review by the public during normal business hours (8:00 a.m. to 5:00 p.m., Monday through Friday) at Town Hall, 1198 El Camino Real, Colma, CA 94014. Agendas and packets are made available at least 72 hours in advance of each regular meeting Council meeting. Current agendas are posted on the Town web site at www.colma.ca.gov. Agendas and other notices are also posted on the Town's official bulletin boards located in front of Town Hall, at 1198 El Camino Real, Colma; at the Sterling Park recreation Center, 427 F Street, Colma; and on Clark Avenue in Colma, at the intersection of E street and Clark. If, however, a document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting as listed on the agenda.

Notice Requirements: The law requires that the City provide public notice of the first public hearing for any meeting that requires public notice. If the meeting is continued, it is not re-noticed. Be advised that is the responsibility of any interested party to follow the continuance date or dates, as well as to be apprised of whether project revisions have been submitted.

Reasonable Accommodations: Upon request, this Agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1999 (42 U.S.C. Sec. 12132). Any person with a disability who requires a modification or any special accommodation to participate in a meeting should direct such requests to the City Manager, 1198 El Camino Real, Colma, California, 94014, (650) 997-8300 at least three working days prior to the meeting. Audio enhancement headphones are available at the meeting. The Council Chamber is ADA accessible.

For Everyone Addressing the City Council: For those wishing to address the City Council during the Public Comment period, or regarding any Agenda item, please complete a Speaker Card located on the Recording Clerk's desk, and return it to the Recording Clerk. Be sure to indicate the Agenda Item # you wish to address, or the topic of your Public Comment. When your name is called, please come to the podium, speak into the microphone, state your name for the minutes and begin your comments. Speakers may be required to limit their comments to three minutes or less. California law prevents the City Council from taking any action on any item NOT on the Agenda. Your question or concern may be referred to staff for further investigation and/or action where appropriate, or the matter may be placed on a future Agenda for a more comprehensive action or report. All remarks shall be addressed to the Council as a body and not to any member thereof. Council Members will not enter into debate with speakers.

- **Participating in the Public Comment Period:** During regular meetings, the Public Comment portion of the agenda is available for the public to address the City Council on any issue that is not on the Agenda. There is no public comment period during special meetings.
- **Giving Comments on Agenda Items:** Persons wishing to speak on items on the Agenda can do so when the comment period is opened by the Mayor for that Agenda item. After the public has commented, the item will be closed to public comment and brought to the Council for discussion and action. There is no further comment permitted from the audience, unless invited by the Mayor.

Consent Calendar: All matters listed under consent calendar are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Council prior to the time that the council votes on the motion to adopt.

Notice Regarding Challenges to Decisions

Pursuant to all applicable laws and regulations, including without limitation, California Government Code Section 65009 and or California Public Resources Code Section 21177, if you wish to challenge in court any of the Town's decisions (regarding planning, zoning and/or environmental decisions), you may be limited to raising only those issues you or someone else raised at the public hearing(s) described in a notice/agenda, or in written correspondence delivered to the City at, or prior to, the public hearing.